



# VACANCY ANNOUNCEMENT

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET

DELEGATED EXAMINING UNIT FOR THE  
OFFICE OF PERSONNEL MANAGEMENT

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF ADMINISTRATION

ISSUE DATE: November 03, 2006  
CLOSING DATE: November 17, 2006

ANNOUNCEMENT NUMBER:  
OMB-07-07-VM

Title, Series & Grade:  
ADMINISTRATIVE SUPPORT ASSISTANT  
GS-0303-09/10  
(\$44,856 - \$64,213)

Vacancy Location:  
Office of Management and Budget  
Administration Office  
Washington, DC 20503

**FULL PERFORMANCE LEVEL: GS-10**

**MORE THAN ONE POSITION MAY BE FILLED THROUGH THIS ANNOUNCEMENT.**

**AREA OF CONSIDERATION: Open to OMB Applicants Only.**

**\*\*NOTICE: Please note the Quality Ranking Factors listed in this vacancy announcement. Failure to address these factors will result in you not receiving consideration for this vacancy.**

**PLEASE NOTE: To ensure safe and timely receipt of your application, we encourage applicants to submit an electronic application to [EOPJOBS@OA.EOP.GOV](mailto:EOPJOBS@OA.EOP.GOV) or fax it to (202)395-1194/1262. We cannot guarantee that applications mailed will be received by the closing date of this announcement.**

**DUTIES:** Serves as an Administrative Support Assistant in the Administration Office of the Office of Management and Budget. Carries out administrative and clerical support functions, coordinating with others to implement office procedures. Uses knowledge of office programs, priorities, goals, and objectives to identify workflow problems or other situations that have a negative impact on organizational efficiency. Administrative functions include, but are not limited to serving as alternate timekeeper, maintaining office files, and maintaining division supplies, Serves as the agency coordinator for programs such as the government issued credit card program, the Combined Federal Campaign (CFC), and OMB wide events such as the annual awards ceremony. Serves as the Telephone Service Officer coordinating all telephone requests for OMB staff. Provides assistance to OMB's Budget Officer on budget and accounting matters. Provides backup on all travel related matters. Provides a variety of reports, tracks suspense actions. Reviews and disseminates incoming mail and correspondence for the Division.

**MINIMUM QUALIFICATION REQUIREMENTS:** Applicants must have a minimum of one year of specialized experience at a level of difficulty and responsibility comparable to the next lower grade in the Federal service. Specialized experience is experience directly related to the work of the position to be filled, which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position.

**NOTE: EMPLOYEES MUST MEET ALL ELIGIBILITY REQUIREMENTS PRIOR TO DATE OF APPOINTMENT.**

**QUALITY RANKING FACTORS: Candidates must prepare, using specific examples, a brief description of their qualifications as they relate to each of the quality ranking factors listed below. Each candidate who meets the minimum qualifications will be rated and ranked based on their responses to the Quality Ranking Factors listed below. Failure to address these factors WILL result in a rating of INELIGIBLE.**

1. Demonstrated ability to conduct office support functions (e.g., managing supplies, travel, etc.) and to produce well organized and accurate documents and spreadsheets.
2. Ability to organize.
3. Ability to service a demanding customer base.
4. Ability to work well independently or in team settings and to adapt effectively to rapidly shifting priorities and high-pressure situations.

**BASIS OF RATING: No written test is required. Applicants will be rated based on an evaluation of their experience/education as described in the application AND on their responses to the Quality Ranking Factors listed above. APPLICANTS SHOULD ADDRESS EACH QUALITY RANKING FACTOR SEPARATELY ON PLAIN PAPER.**

**STATUS APPLICANTS: Current Federal employees serving under permanent appointments in the competitive service, or former Federal employees with reinstatement eligibility, will be considered under the component's Merit Promotion procedures. Those status applicants who want to receive consideration under the competitive delegated authority procedures of this announcement must submit two applications. Mark one application "Merit Promotion" and the other "Delegated Examining."**

**NOTE: Applicants who do not indicate their lowest acceptable grade/salary will be considered only at the highest grade for which they qualify. For example, if you qualify at the GS-11 level, and you have not indicated that you would accept a lower grade, you will be only considered at the GS-11 level.**

**HOW TO APPLY:**

**ALL APPLICANTS MUST SUBMIT ONE OF THE FOLLOWING:**

- **OF 612, Optional Application for Federal Employment; -OR-**
- **Resume or other written format that includes the information identified in OF-510, Applying for a Federal Job;**

**OTHER REQUIRED DOCUMENTS:**

- **If you are a current or former Federal Employee please provide your latest SF-50 "Notification of Personnel Action" and your most recent Performance Appraisal;**
- **On a separate sheet, a narrative summary of your experience and/or education which concisely addresses each of the Selective and Quality Ranking Factors listed above.**

**IF YOU ARE CLAIMING VETERAN'S PREFERENCE:**

- **You must clearly identify your claim for veteran's preference on your application**
- **If claiming 5 point veteran's preference, you must submit a copy of your DD 214 or other proof of entitlement;**
- **If claiming 10 point veteran's preference (based on service connected disability), you must submit a copy**

of your DD 214, and SF 15, and a copy of your Department of Veterans Affairs letter dated within the last 12 months (or other required proof).

**OTHER INFORMATION:**

- Applicants will be notified of receipt of application and again at the point of selection/non-selection by the servicing personnel office.
- Failure to submit all required documents and information requested by the closing date of this announcement may result in your not receiving full consideration. Applicant's qualifications will be evaluated solely on the information submitted in their applications.

**OTHER REQUIREMENTS:**

- **FAVORABLE SECURITY SCREENING:** This position requires the selectee to be at least 18 years old and be able to obtain and maintain an Executive Office of the President (EOP) favorable security determination as a prerequisite to employment. EOP's offer of employment is conditional until the selectee passes a drug screen, pre-employment security interviews, appropriate credit checks, a criminal background record and identification check, and the EOP exercises its discretion to grant the selectee a favorable security determination. Any employment offer EOP management extends prior to a favorable security determination is merely tentative, and the EOP expressly reserves the right to rescind the tentative employment offer at any time before the selectee's start date.
- The applicant tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment. After appointment, the employee will be included in the component's random drug testing program.
- As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer.
- Male applicants born after December 31, 1959 must certify at the time of appointment that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service Law.
- Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs.

**WHERE TO APPLY:** Completed form(s) must faxed to:  
Executive Office of the President  
Office of Administration  
Human Resources Management Division  
(202) 395-1194/1262

- Applications will also be accepted electronically. Please submit your application to [EOPJOBS@OA.EOP.GOV](mailto:EOPJOBS@OA.EOP.GOV).
- Applications must be received by the closing date.
- Applicants submitting applications in postage-paid Government envelopes are reminded of the legal prohibition against the use of such envelopes or other Government property for other than officially approved activities. These prohibitions are contained in 18 U.S.C.1719.
- Applications will not be returned.
- You must include the announcement number on your application.
- The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factors.
- Users of Telecommunications Devices for the Deaf (TDD) may call (202) 395-1160.

- **Federal agencies, must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring component directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.**

### **SPECIAL NOTE**

Displaced employees requesting special selection priority consideration under the Interagency Career Transition Assistance Program (ICTAP). If you are a displaced Federal employee, you may be entitled to receive priority consideration under the ICTAP. To receive consideration you must:

1. Be a displaced Federal employee. The following categories of candidates below are considered displaced employees. You must submit a copy of the appropriate documentation such as RIF separation notice, letter from OPM, or a Certificate of Separation from your agency documenting your priority consideration status.
2. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement under section 8337 (h), or 8456 of title 5 United States Code;

OR

1. Current or former career or career-conditional (tenure group 1 or 2) competitive service employees who: received a specific RIF separation notice; or separate because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or retired with a disability and whose disability annuity has been or is being terminated; or upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a SF-50 that indicates "Retirement in Lieu of RIF"; or under the discontinued service retirement option; or was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
2. Be applying for a position at or below the grade level of the position from which you were being separated. The position must not have greater promotion potential than the position from which you are being separated.
3. Have a current performance rating of record (or last) of at least fully successful or equivalent (does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria.
6. Be rated well qualified for the position. To be considered well qualified you must earn a score of 90 or above (prior to the assignment of veterans' preference points) on the rating criteria developed for this position. Applicants must address the selective and quality ranking factors in order to receive a rating.